



Manager- Add Additional Job

USER GUIDE

INTRODUCTION

An additional job is when an employee with a primary job or position is placed into an additional job or position. The additional job can have a different supervisory organization, pay rate, hours, location, or job profile.

ADD ADDITIONAL JOB

1. In the search field, type in “Add Job” and hit **Enter**.

2. The Supervisory Organization will prefill with your department information. In the **Employee field**, enter in the name of the employee and click **OK**.

Add Job

Supervisory Organization *	<input type="text" value="Search"/>
Employee *	<input type="text"/>
<div><div>OK</div><div>Cancel</div></div>	

3. A new screen appears with information that needs to be completed. Any field with a red asterisk * is required but be as complete as possible.

Effective Date *	<input type="text" value="MM/DD/YYYY"/>
Reason *	<input type="text"/>
Job Details	
Position *	<input type="text"/>
Employee Type *	<input type="text"/>
Job Profile *	<input type="text"/>
Time Type *	<input type="text"/>
Location *	<input type="text"/>
Pay Rate Type	<input type="text"/>

4. Once the fields are completed, click **Submit**. You will automatically receive a task in your **Inbox to Change Organization Assignments**.

CHANGE ORGANIZATION ASSIGNMENTS

1. Navigate to your Workday Inbox and open the **Assign Organizations** task.
2. Review the default information to make sure it is correct. Once reviewed, click **Submit**.
5. This will go the HR Partner for review and approval based on the add additional job details.



Note: If you have questions when initiating this, please reach out to the HR Partner for your department.